

**CENTRAL BOARD OF SECONDARY EDUCATION**  
**REGIONAL OFFICE**  
35-B, M.G.MARG, CIVIL LINES, ALLAHABAD-211001 (UP)  
Ph.:(0532)-2407970, 2408971, 2407972 Fax: 2408977

**TENDER NOTICE**

Sealed Tenders are invited from Allahabad based reputed travel agencies on behalf of the Secretary, C.B.S.E. for providing small vehicles/taxies for various Official purposes/work for a period of one year as per specification given in the tender form.

Various kind of vehicles/taxies such as Tavera, Qualis, Bolero, Innova, Indica, Indigo, Honda City or Equivalent model will be required for conveying Board's Officers/staff members/or other dignitaries on hour of their duties and also for delivery and collection of confidential materials to various cities within India. The travelling agencies having sufficient no. of different kinds of vehicles only need to submit their bids. The agencies having experience of transportation of confidential material pertaining to Government/autonomous organization/Public Sector will be preferred.

The tender form along with terms & conditions can be obtained from the C.B.S.E. Regional Office, 35-B, M.G.Marg, Civil Lines, Allahabad-211001 on any working day between 07.12.2015 to 30.12.2015(from 10.00AM to 03.00PM) on payment of Rs.200/- in cash (non refundable). It can also be downloaded from Board's website [www.cbse.nic.in](http://www.cbse.nic.in) and in such case cost of form should be enclosed in the shape of Bank Draft drawn from any Nationalized Bank in favour of "Secretary, C.B.S.E., payable at Allahabad" only with the tender form.

Interested travel agencies may submit their rates on prescribed tender form latest by 31.12.2015 upto 01.00 PM in a sealed cover superscribed "**TENDER FOR PROVIDING SMALL VEHICLES**" addressed to the Regional Officer, C.B.S.E., Regional Office, 35-B, M.G.Marg, Civil Lines, Allahabad either by post or can drop personally in the Tender Box kept for the purpose at ground floor of Regional Office, Allahabad. Tenders will be opened on the same day i.e. 31.12.2015 at 03.00 PM in the presence of the tenderers who may like to be present.

REGIONAL OFFICER

# केन्द्रीय माध्यमिक शिक्षा बोर्ड

क्षेत्रीय कार्यालय

35-बी, सिविल स्टेशन, महात्मा गाँधी मार्ग, सिविल लाईन्स, इलाहाबाद-211001(उ०प्र०)

दूरभाषः(0532)2407970, 2408971, 2407972, फ़ैक्स:2408977

## निविदा सूचना

सचिव, केन्द्रीय माध्यमिक शिक्षा बोर्ड की ओर से क्षेत्रीय कार्यालय, केन्द्रीय माध्यमिक शिक्षा बोर्ड, इलाहाबाद द्वारा इलाहाबाद के प्रतिष्ठित एजेंसियों से जिनके पास विभिन्न प्रकार के छोटे वाहन/टैक्सी उपलब्ध हों, उन्हें बोर्ड कार्यालय को एक वर्ष की अवधि हेतु उपलब्ध कराने के अलए अग्रलिखित विवरण के अनुसार निविदाएँ आमंत्रित की जाती हैं ।

विभिन्न प्रकार के वाहन जैसे तवेरा, बोलेरो, इनोवा, इण्डिका, इण्डिगो, होण्डा सिटी अथवा समतुल्य वाहन बोर्ड के अधिकारीगण/कर्मचारीगण द्वारा समय-समय पर विभिन्न कार्यालयीय कार्यों अथवा गोपनीय दस्तावेजों को लाने व ले जाने के लिए उपयोग में लिये जाते हैं । ऐसी एजेंसियाँ जिनके पास विभिन्न प्रकार के उपरोक्त वाहन पर्याप्त मात्रा में उपलब्ध हों वे अपनी निविदाएँ भेज सकते हैं । एजेंसियों के पास सरकारी/स्ववित्तपोषित/अर्द्धसरकारी कार्य का अनुभव अनिवार्य है ।

निविदा प्रपत्र नियम व शर्तों के साथ क्षेत्रीय कार्यालय, के.मा.शि.बो. क्षेत्रीय कार्यालय, 35-बी, महात्मा गाँधी मार्ग, सिविल लाईन्स, इलाहाबाद-211001 में दिनांक 07.12.2015 से 30.12.2015 तक किसी भी कार्यदिवस में प्रातः 10.00 बजे से अपराह्न 3.00 बजे तक रू.200/- (अप्रतिदेय) का भुगतान कर प्राप्त किया जा सकता है अथवा बोर्ड के वेबसाईट [www.cbse.nic.in](http://www.cbse.nic.in) से डाउनलोड किया जा सकता है तथा इस स्थिति में निविदा प्रपत्र का मूल्य डिमांड ड्राफ्ट जो किसी भी राष्ट्रीयकृत बैंक द्वारा सचिव, के.मा.शि.बो. के पक्ष में इलाहाबाद में देय हो जमा करें ।

पूर्णतः भरा हुआ निविदा जिसके उपर "छोटे वाहन उपलब्ध करवाने हेतु निविदा" लिखा हो, केन्द्रीय माध्यमिक शिक्षा बोर्ड, क्षेत्रीय कार्यालय, इलाहाबाद में दिनांक 31.12.2015 अपराह्न 1.00 बजे तक पहुँच जानी चाहिए । निविदा उसी दिन अपराह्न 3.00 बजे उपस्थित रहने के इच्छुक निविदाकारों की उपस्थिति में खोली जाएगी ।

क्षेत्रीय अधिकारी

CENTRAL BOARD OF SECONDARY EDUCATION  
REGIONAL OFFICE  
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Ph.:(0532)-2407970, 2408971, 2407972 Fax: 2408977

TENDER FORM NO.RO(Alld)/Admn./F-23/2015-16/..... Cost of form: Rs.200/-

**TENDER FORM FOR PROVIDING OF SMALL VEHICLE ON HIRE BASIS**

M/s .....is/are hereby authorized to submit their tender in response to the Notice appeared in the Newspapers on.....&.....for PROVIDING OF SMALL VEHICLE ON HIRE BASIS.

**Regional Officer**

**Last date for submission of Tender : 30.12.2015 upto 1.00 P.M.**  
**Opening of Tender : 31.12.2015 at 03.00 P.M.**

**TENDER FORM**

**PART 'A'**

**TENDER FORM FOR PROVIDING OF SMALL VEHICLE ON HIRE BASIS**

(Note: Tenderer must read the enclosed Terms and Conditions before filling up the particulars in this form)

1. Particulars of Tenderer :
  - (i) Name of the Travel Agency : \_\_\_\_\_
  - (ii) Any other organization : \_\_\_\_\_  
With whom the agency is Registered
  - (iii) Office address with Telephone No. : \_\_\_\_\_
  - (iv) Name(s) of the Proprietor/ Partner(s) : \_\_\_\_\_

2. Past Experience (for last three years) :

Sl. No.	Year	Name of the Organization/ Client	Place of Printing & Supply		Details of work executed
			From	To	
A	2013				
B	2014				
C	2015				

2.2 Whether the firm has ever been debarred/Black listed by any organization? If yes, the details & reason thereof \_\_\_\_\_

2.3 Detail(s) of Award/Certificate of Merit etc. (if any) received from any Organization [Please attach Copy of Certificate(s)].

3. Infrastructural details :
- (a) Physical/Capital :
- i. Total No. of Vehicle Available for such work : \_\_\_\_\_
- ii. Type of Vehicle
- (b) Financial :
- |   | Year | Amount |
|---|------|--------|
| i. Annual Turnover  | 2013 |        |
| (During last three  | 2014 |        |
| Financial years)  | 2015 |        |
| ii. (Attach copy of balance sheet)<br>Availability of Finance/Bank :<br>Guarantee (Attach financial solvency<br>Certificate issued by the Bank) |      | _____  |
| iii. PAN/VAT/S.Tax Regn.Nos :<br>(Enclose a duly verified copy)   |      | _____  |
- (c) Personnel
- Number of employee : \_\_\_\_\_
- Technical and non-technical

4. PARTICULARS OF DEMAND DRAFT PAID AS EARNEST MONEY:

- (i) Amount : Rs.15,000/-
- (ii) D.D.No. : \_\_\_\_\_
- (iii) Issuing Bank : \_\_\_\_\_
- With date of issue

SIGNATURE OF THE TENDERER  
WITH OFFICIAL SEAL AND  
COMPLETE ADDRESS  
TELEPHONE NO.: \_\_\_\_\_  
DATE: \_\_\_\_\_

TERMS & CONDITIONS

- a. Tenders should accompany an Earnest Money of Rs.15,000/- (Rs.Fifteen thousand only) in the shape of Bank Draft issued from nationalized bank only in favour of "Secretary, CBSE, payable at Allahabad". Before allotment of work, the Board reserves the right to carry out the physical inspection of the Agency along with condition of vehicles held by the Agency. Tenders without Earnest Money and incomplete tender will be summarily rejected. The competent Authority of the Board reserves right to accept or reject any or all the tenders without assigning any reason.
- b. The terms and conditions of the tender shall be read in conjunction with the General conditions of contract, bill of quantities & other documents being part of this contract.
- c. Tenders will be opened at 03.00 P.M. on 31.12.2015 in the presence of the tenderers, who may like to be present at the time of opening. No separate communication will be sent in this regard.
- d. The earnest money of the unsuccessful bidder will be refunded without any interest.
- e. The earnest money of the successful bidder will be converted into Security Deposit, which shall be 10% of the contract value i.e. total 15,000/- after award of work. The tenderer shall have to execute contract document within 21 days of the issue of work order, failing which E.M.D. will be forfeited.
- f. In the event of any tenderer withdrawing after submitting the tender without sufficient reasons acceptable to the Competent Authority, the Earnest Money/Security Deposit will be forfeited. No alteration/modification in the bid after receipt of bids shall be permitted.
- g. The Board reserves the sole right to accept or reject any or all tenders without assigning any reason, thereof. In case of any dispute, the decision of the Chairman of the Board shall be binding.
- h. In case of quoting rates for monthly rental basis it must be mentioned about extra halting charges etc. Normally the working hours will be 8.30 AM to 7 PM from Monday to Saturday. However agency will depute its driver on Sunday or National Holidays and before/after normal hours also if required, for which they must quote their rates in prescribed tender form at Sl.No.9.
- i. Vehicle required at Sl.No.9 i.e. TATA INDIGO eCS must not be older than two/three years. Registration Certificate along with other papers of the vehicle must be submitted.
- j. Rates must be quoted including cost of fuel, driver etc and in case of non attending of driver the agency shall provide alternative without any delay.
- k. No extra charges/expenses occurring enroute on journey in repair of vehicle will be borne by the Board.

- l. In case the selected agency fails to provide vehicle on any official occasion during the period of contract, the same shall be hired from other 2<sup>nd</sup> lowest agency and excess amount paid by the Board shall be recovered from them or from their EMD. In case of frequent delay in arrival it will lead to forfeiture of EMD on the basis of report of the concerned branch.
- m. The rates quoted will be valid for one year only but can be extended for two more years with the consent of both the parties & satisfactory service provided by the agency.
- n. Income Tax or other kind of taxes leviable by the Govt. shall be borne by the Agency.

REGIONAL OFFICER

ACCEPTANCE OF THE TENDERERS

The terms & conditions enumerated in this form from clause No.a to n have been read by me/us and are acceptable to me/us.

Dated: \_\_\_\_\_

SIGNATURE OF THE TENDERER  
SEAL WITH COMPLETE ADDRESS  
TELEPHONE NO.: \_\_\_\_\_

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TENDER FORM NO.RO(Alld)/Admn./F-23/2015-16/.....

TENDER FORM

PART 'B' – FINANCIAL BID

M/s \_\_\_\_\_ are hereby authorized to submit their tender in response to the Tender Notice appeared in newspapers on \_\_\_\_\_ and \_\_\_\_\_ for providing of vehicle on hire basis. .

REGIONAL OFFICER

RATES FOR PROVIDING OF VEHICLE ON HIRE BASIS

Sl	Type of Vehicle	Rates*(including all taxes etc)					
		Local			Local	Out station	
		10 hrs 80 kms	Extra per Km	Extra per Hr	5Hrs 40Kms	Per Km. for Minimum 200Kms in a day	Halting Charges per day
1	Indica(A/C)						
2	Indica (Non A/C)						
3	Indigo(A/C)						
4	Indigo(Non A/C)						
5	Tavera/ Qualis(A/C)						
6	Tavera/Qualis (Non A/C)						
7	Innova (A/C)						
8	Honda City (A/C)						
9	Indigo eCS (AC) on Monthly Basis	(i)Rs. _____/- per month(including all taxes) for one month maximum run 1800Kms. In case of extra run Rs. ___/- per Km. Extra. (ii)Normal Timing to be 8.30 AM to 7 PM; in case of more halting Rs. ___/-per extra hour. (iii)Normal Working Day from Monday to Saturday; in case of Sunday or National Holidays Rs. ___/- per day towards deputing driver. (iv)In case of Outstation Tour the agency will not claim for any extra charges only run kms will be entered in the Log Book except halting charges for Driver Rs. ___/- per day.					

\*Counting of Kms will be from CBSE Office to CBSE Office and not from Garage to Garage of the Agency.

\*In case outstation vehicle couldn't reach on the particular day or night due to traffic jam etc or stay on the way and reaches on next day morning before 9.00 A.M. the agency will not claim any charges for that day.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Signature with the seal of the Firm  
Complete Address with telephone no.